



JOURNAL OF THE AMERICAN SOCIETY FOR INFORMATION SCIENCE

LM 3/5 w/ Lois
to give me time frame
deadline for this

Editor of Perspectives:
Lois F. Lunin
Herner and Company
1700 N. Moore Street
Arlington, VA 22209
(703) 558-8200

922 24th Street NW
Washington, DC 20037-2229
202/965-3924

February 13, 1993

Brewster Kahle
Thinking Machines Corp.
1010 El Camino Real Ste 310
Menlo Park, CA 94025

Dear Dr. Kahle:

I am delighted to welcome you as an author in the forthcoming issue of Perspectives on Electronic Libraries.

Before I can submit your manuscript for publication I will need items as specified on the enclosed form, e.g., brief biographical sketch, copyright transfer, and three copies of the manuscript double-spaced.

I am enclosing a copy of your manuscript that Ed Fox sent to me. As you will see, I have made queries or editorial changes which you will need to revise in the final copies that you send to me.

Please call me if you have any questions.

Sincerely,

Lois F. Lunin

c: Dr. Edward A. Fox

JOURNAL OF THE AMERICAN SOCIETY FOR INFORMATION SCIENCE

Editor of Perspectives:

Lois F. Lunin

Herner and Company

1700 North Moore Street

Arlington, VA 22209

(703) 558-8217

922 24th ST NW
Washington DC
20037
202/965-3924

Date: 2/12/93

Control No. _____

(Please use the Control Number in all correspondence.)

Title: _____

Type: _____

Dear Author:

Brewster Kahle
Thinking Machines Corp.
1010 El Camino Real, Ste 310
Menlo Park, CA 94025

1. The status of your submission to JASIS is:

Receipt acknowledged
 In review
 Review enclosed

More reviews to follow
 Your revised manuscript must be reviewed again

2. Publication status:

Your article has been considered for publication by our editors and reviewers with the following recommendations:

Accepted for publication date cannot be specified
 Accepted for publication, expected in Volume _____, Issue _____
(Note that due to variability in converting typescript to type-set pages, we cannot always exactly predict when an article will fit within our page limit)
 Not scheduled for technical reasons (see below)

Your article will be accepted contingent upon your making the revisions suggested by the reviewers. Please identify it as a resubmittal when you return it to us.
 Your article needs major revision to be further considered, and will be reviewed again after revisions have been made. Please identify it as a resubmittal when you return it to us.
 We regret that your article does not meet our current requirements. Perhaps you should consider submitting it elsewhere.

3. Technical requirements: Please see my comments.

Abstract missing
 Insufficient copies (_____ additional copies needed)
 Artwork not adequate for publication
 Bibliography not adequate

Format not in keeping with JASIS standards
 Copyright release missing
 Biographical Sketch missing
 Other

4. Comments:

- Please send 3 copies typed doublespace, one side of the page only
- Please send original artwork (photocopies unless very sharp are not suitable)
- Bibliography (References) need to be in JASIS form (see my changes and also enclosed style sheet)
→ Please have each author sign a copyright transfer form (5 copies are enclosed)
→ Please send brief biographical sketches - about 35 words each - for each author re relevance of background to the article

Lois F. Lunin
Editor, Perspectives

Journal of the American Society for Information Science

INSTRUCTIONS FOR CONTRIBUTORS

The Journal of the American Society for Information Science is a scholarly journal devoted to the various fields of documentation and information science and serves as a forum for discussion and experimentation. Manuscripts for submission to the journal (in English only) should be forwarded *in triplicate* to the Editor: Dr. Donald H. Kraft, Computer Science Department, Louisiana State University, Baton Rouge, LA 70803. Books, monographs, reports, and other items for review may be sent to the Associate Editor—Book Reviews: Dr. Danny P. Wallace, School of Library and Information Science, Indiana University, Bloomington, IN 47405.

Types of manuscripts: Three types of contributions are considered for publication: full-length articles, brief communications of 1000 words or less, and letters to the editor. Letters and brief communications can generally be published sooner than full length articles. All material submitted will be acknowledged on receipt and (except for letters) subject to peer review. Copies of the referees' comments will be forwarded to the author along with the Editor's decision.

Copyright: With the advent of the new U.S. Copyright Law effective January 1978, the transfer of copyright from author to publisher, heretofore implicit in the submission of a manuscript, must now be clearly stated in writing to enable the publisher to assure maximum dissemination of the author's work. Therefore, a special transfer of copyright agreement, signed and executed by the author, must be enclosed with each manuscript submission. (If the article is a "work made for hire" the agreement must be signed by the employer.) A copy of this form appears in this issue. Additional copies may be obtained from the Editor.

Format of submitted material: All manuscripts must be submitted *in triplicate* and typed on standard letter-size bond paper (21 × 28 cm) with adequate margins. All copy, including references and captions, must be typed double spaced. The first page of the manuscript must bear the title of the paper and the full names of the authors as well as their affiliations and full addresses. In the case of multiple authors, please indicate which author is to receive correspondence and proofs. Financial support may be acknowledged in a footnote to the title. All succeeding pages must bear the surname of the lead author and a page number in the upper right-hand corner. An informative abstract of 200 words or less is required for articles and brief communications.

Style: In general, the style should follow the forms given in the *Publication Manual of the American Psychological Association* (Washington, DC: 1983). The use of metric forms is required.

Organization: In general, the background and purpose of the study should be stated first, followed by details of the methods, materials, procedures, and equipment used. Findings, discussion, and conclusions should follow in that order. Appendices may be employed where appropriate. The APA Publication Manual should be consulted for details as needed.

Graphic material: Original, mechanically lettered artwork is required for all figures to appear in the journal. All linework and

lettering must be solid black and of an even weight throughout. All lettering must be clear and large enough so that no character will be less than 2 mm high after reduction. Computer printouts generally reproduce poorly and should be avoided. All artwork must be identified on the back in light blue pencil with the figure number, author's name and address, and a shortened form of the title. Photographs should be submitted as unscreened glossy prints (20 × 25 cm). Two clearly legible copies must be supplied with each figure (these will be sent to the referees).

Bibliography: The accuracy and completeness of the references is the responsibility of the author. References to personal letters, papers presented at meeting, and other unpublished material may be included. If such material may be of help in the evaluation of the paper, copies should be made available to the Editor. Papers which are part of a series should include a citation of the previous paper. Explanatory material may be appended to the end of a citation to avoid footnotes in text.

The format for citations in text and for bibliographic references follows the *Publication Manual of the American Psychological Association* (3rd ed., 1983). Citation of an author's work in the text should follow the author-date method of citation; the surname of the author(s) and the year of publication should appear in text. For example:

Hayes (1968) found that . . .
Recent research has shown that . . . (Jones, 1985).
In other work (Smith & Johnson, 1985; Wiley, 1982) . . .

Examples of citations to a journal article, a book, a chapter in a book, and an unpublished conference paper follow.

Rice, R. E., & Borgman, C. L. (1983). The use of computer-monitored data in information science and communication research. *Journal of the American Society for Information Science*, 34, 247-256.
Kahneman, D., Slovic, P., & Tversky, A. (Eds.). (1982). *Judgement under uncertainty: Heuristics and biases*. New York: Cambridge University Press.
Zetka, E. F. (1982). Coastal zone management information needs: Potential Landsat application. In C. J. Johannsen & J. L. Sanders (Eds.), *Remote sensing for resource management* (pp. 111-122). Ankeny, IA: Soil Conservation Society of America.
Barlow, H. D. (1973, May). *Serving six user areas from the INSPEC data base: Some of the collection and indexing problems involved*. Paper presented at Commission of the European Communities, European Congress on Documentation Systems and Networks, Belgium.

In case of any question about bibliographic forms, refer to the *Publication Manual of the American Psychological Association*, 3rd edition, Washington, DC: 1983. Copies may be ordered from: Order Department, American Psychological Association, 1200 Seventeenth St. NW, Washington, DC 20036.

Reprints: Reprints of articles may be ordered from the publisher when corrected proofs are returned.